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## PROJECT STEPS

(Science and Technology Evaluation and Planning System)

### USERS:

Following is a general overview of Project STEPS and its hopes and aspirations. It is designed to assist the DD/S&T and his Staff in the monitoring of all external contracting efforts by the DD/S&T as well as all R&D work within the Agency. In addition, its sub-system SPA will be used to monitor NRO contract efforts. The principal user of the system is, as far as management is concerned, the Management Information Officer, [ ] and his assistant, [ ] Additional users include the Special Assistant for R&D contracting within the DD/S&T, [ ] Chief, Procurement Management Staff. The principal production users will be project, contract, and budget officers.

### SCOPE:

The scope of the system will cover all contracting from inception as a planned project to the completion of contracts and eventually the completion of the project itself. It will also serve as a tool for budget and program preparation and evaluation at the Office level as well as at the Directorate level and will be essential to the Project Officer himself in the effective management of his contracts. It will give the DD/S&T a truly effective handle on the management of all contracting work and will alert the Directorate, through its Management Information Staff, to all exceptions and problems that may arise. This will be done on a rapid, accurate, and effective basis. It has already been determined that the system will require on-line support in the form of CRT displays with hard copy printout capabilities. A full-line size 132 character scope is desired. The information will be available from the most minute, detailed contract information for use by the individual Project, Contracting and Budget Officers to the most general and broad look at the overall Agency

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planning and control of contracting efforts for use by higher management.
This capability will be provided through a general purpose, clear language
in a series of reports and graphical outputs. In addition, an on-line sort,
of a limited scope, will be required. The utmost in data validation and a
system to insure its accurate input will be provided.

SECURITY:

Any single office will only have access to its own data for both
retrieval and maintenance. There is no danger that anyone from another
office will have any access whatsoever to an office's private data. For
searches and reports, the host office's coordination will be required
through the Management Information Staff. It is only at this level that
the broad view will be supplied. This system will be used collaterally for
a listing of valid, secure contractors and contractor personnel. Code words
will be required for access to the information as well as for updating it.
Inputting will be accomplished through the use of terminals within each
participating office in the DD/S&T as well as OC, NPIC, and TSD.

NEW CAPABILITIES:

STEPS replaces the old CIS/ACORN system. In addition, it broadens it
in scope in terms of flexibility, the inclusion of a math package, special
functions, and any desirable code that is found necessary. Validation
will be extremely improved. Crossfile search capabilities will be
devised. In addition, as stated earlier, graphical output will be provided.
Manuals will be provided for ease of maintenance on the part of all users
and also to allow us a method to insure simultaneous addition of information.
This will be a true management information system, and all exceptions,
problems, and unusual circumstances arising which should be called to the
attention of the Management Information Officer in the DD/S&T will be
automatically accomplished at the time of the problem. The same capability
within an office's jurisdiction will be supplied to each office. Data from
the old CIS System will be incorporated into the new system by automatic
conversion wherever possible.

STEPS DATA BASE STRUCTURE:                                            25X1

As envisioned at the present time, the new STEP System will be comprised
of a project file, a contracts file, and a reports file. Each project or
major undertaking can be comprised of many contracts. Each contract will
have many progress reports. Presently there are approximately [____]projects
and [____]contracts in the CIS. It is expected that this volume will grow
at a rate of [_____]projects a year, each having an average of
5 contracts. Each contract will, itself, have about 18 reports per year.
From these three files, the following forms will automatically be generated
for the budget officers and project officers (which will relieve them from a
myriad of paper work): (1) Form 2420, Request for Procurement; (2) Form 1897,

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Contract Inspection Report; (3) Form 2468, the Obligation Abstract; and
(4) Form 2210, Identification Master (Form 2210A, if needed).  Although
these forms will be generated, some data must be manually provided on each
form by the respective project or budget officers.  However, we will
attempt to keep such data to a minimum.  There are a total of 70 data
elements in the STEP System, exclusive of SPA.  Reports capability will be
kept general and at a minimum, as a management information system rather
than a data processing system.  We will be using the system basically for
queries and in response to a variety of questions.  We will not attempt to
generate large reports on a regular basis for anybody.

## THE SPA SUB-SYSTEM STRUCTURE:

The SPA System is broken down as follows:  (1)  The primary file is
the project file.  It is comprised of about 28 projects presently.  We do
not expect this number to grow at any appreciable rate.  It contains
information on the project at the broadest level.  (2)  The secondary file
is the next level down.  It is a further breakdown by category of each
project.  It also contains total records and more details than the project
file.  (3)  The tertiary file is yet a further breakdown of the secondary
file, containing totals as well as detailed contract information; and in
addition, there are two files on contractor information.  The first file
being the main contract file, containing general information by contractor;
and the second file being a more detailed breakdown of contract.  This
last file contrains all the detailed obligations against the contract.

## ADDITIONAL INFORMATION:

Both the STEPS and the SPA files contain many complex interrelation-
ships.  These relationships take the form of automatic updating and
rolling of totals, the automatic insertion of data, the automatic generation
of new records, and the calculation of several fields as well as the
alerting and directing of information to various destinations.  In both
cases validation tables have already been accumulated and provided,
and detailed documentation is provided per each data element.  In addition,
sample queries have already been accumulated and examined; and in most
cases, the reports that were previously generated can be obtained through
multiple queries on a minor level at the interactive system terminal.  In
those cases where reports are needed, they will be programmed through a
programming language.  If we are using GIMS II, it will be done through
the GIMS II capability for coding.  The SPA sub-system must be created
completely from scratch as OSA and OSP, its two prime users, are not now
in anyway, shape, or fashion automated.  We expect to save a large amount
of manpower through the SPA sub-system as well as providing rapid informa-
tion to the DD/S&T on the status of all contracts.  The SPA System will
supply and replace the present reporting being done manually to the NRO,
which is responsible for all accounting information and status reports.
The NRO Comptroller is the recipient of these reports.  In addition, we     25X1

will be replacing the separate OSA and OSP reports with one report. We will not, however, be able to monitor the SPA contracting efforts on the same detailed level as we are these in STEPS because these contracts are large open-ended, non-Agency-funded contracts. In conjunction with the implementation of the new system, training textual data will have to be supplied for the project, budget, and contracting officers. This will be accomplished through the creation of a STEPS manual as well as several half-day training courses. Work has commenced in this area.

## MANPOWER ESTIMATES:

No manpower estimates have been determined as yet. However, OCS has committed two bodies to the project and the DD/S&T Staff has provided two bodies to the project. We hope to have some version of the system by July 1st, in time for the new fiscal year. This will not be the final version. It will, however, enable us to capture data and familarize ourselves with the System's capabilities.

## HARDWARE CAPABILITIES AND NECESSITIES:

No decision has been made as to what hardware requirements will be needed as far as the particular resident computer or the particular terminals. However, operational stability and performance is a definite requirement for both areas of equipment. The system must be open from 8:00 in the morning until 5:00 in the evening; 5 days a week, initially. A not inconsiderable advantage of this system will be that it can very well serve as a model for future management information systems for the Agency, systems which have been notoriously deficient up to the present time.

## NOTE:

Our findings are and will continue to be coordinated with the DD/S&T offices as well as NPIC, TSD, and Commo.

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Distribution:
    1 - C/ISD/OCS
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